



**Ascension Lutheran Church, Milwaukee is seeking a full time (30 hours/week)
Secretary / Executive Assistant for Administration**

The Secretary / Executive Assistant for Administration will work in the following areas:
Communication, Administration, and Clerical.

*This is a full time (30 hours/week) position with benefits. *

Please request a full job description and application if interested in working with a dynamic,
multi-cultural and multi-lingual congregation.

Contact is Pr. Jon Jacobs: jonjacobs@ascension-mke.org

We are looking for a person with the following attributes and qualifications:

Personal Attributes

1. Actively living the Christian life based on a strong personal faith in Jesus Christ.
2. Willingness to learn new skills
3. A "People Person" who is sociable, friendly, personable, caring and engaging.
4. Able to work as a team player.
5. Capable of receiving instruction and carrying out tasks independently using problem-solving skills.
6. Self-motivated and self-directed.
7. Strong clerical, communication, computer and organization skills.
8. Works well under pressure

Qualifications

1. Education: High School with some college preferred
2. Excellent computer skills
3. Supervisory experience
4. At least 3 years work experience in a similar position
5. Ability to use a variety of office equipment
6. Working knowledge of Microsoft Office Suite and Church Windows software
7. Proficient in English and Spanish or Hmong, both speaking and writing

Salary is competitive and commensurate with experience and qualifications.